# Wyoming's Strategic Prevention Framework State Incentive Grant

Community Strategic Planning Workbook



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Workbook is Also Available Online: http://spfsig.preved.org/news.php

### Strategic Planning Contributors

List the names of people in your community, the organizations they represent, and the contributions they made to the development of the strategic plan in Table 1 below.

Table 1. Strategic Planning Contributors

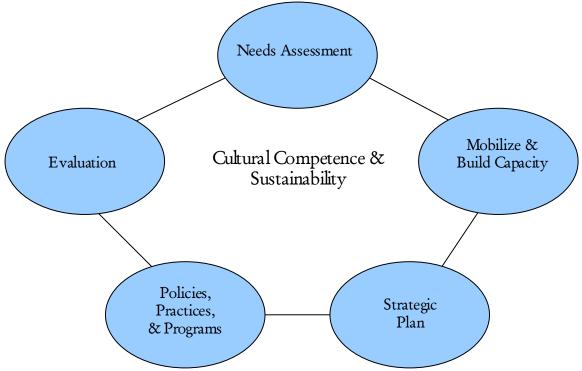
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#### Introduction

Wyoming received the Strategic Prevention Framework State Incentive Grant (Prevention Framework) from the Federal Substance Abuse Mental Health Services Administration (SAMSHA) on September 30, 2004, along with 20 other states and territories.

The purpose of the project is to implement the five components of the SPF planning model at both state and community levels in Wyoming. The following diagram details this process (Center for Substance Abuse Prevention, 2005).

Figure 1. Five Steps of the Strategic Prevention Framework Process



At the state level, Wyoming has completed the needs assessment and funding allocation plan. Mobilization and capacity building take place throughout the project. Wyoming's needs assessment identified the targeted problem as the <u>misuse of alcohol</u> and its consequences, and Wyoming's allocation strategy funds all 23 counties and the Wind River Reservation as Prevention Framework (PF) community grantees.

#### Outcome-Based Prevention

The foundation of the PF process is the outcome-based prevention model (Lowther & Birckmayer, 2006).

Figure 2. PF Needs Assessment Logic Model



In this model a community details its substance-related consumption and consequence data, researches the causal areas that may impact these problems, and chooses evidence-based policies, practices, and programs to address the identified causal areas.

#### Purpose

The purpose of this workbook is to help PF funded communities go through the outcome-based prevention model. The current task is to develop a strategic plan. This means that grantees, and the community partnerships, must successfully select and implement evidence-based interventions. This workbook lays out the organizational structure of the Strategic Plan that is to be developed by each community. To be effective, you should not complete this workbook alone. Instead, you and your Community Advisory Council (CAC) should work together to complete this task.

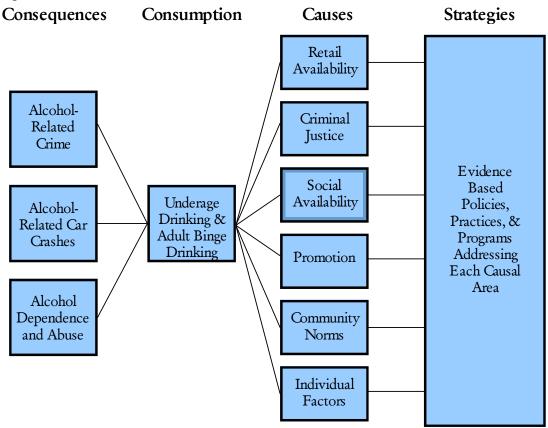
Keep in mind that Wyoming has already identified the targeted need for this project—the misuse of alcohol.

#### "Misuse of alcohol" means that:

- 1. The primary target for the PF is underage drinking, and adult binge drinking. Underage drinking refers to any use of alcohol by anyone under the age of 21, while adult binge drinking refers to those 18 years and older who have five of more drinks on any one occasion.
- 2. The secondary target for the PF is the most significant consequences of the misuse of alcohol in Wyoming: alcohol-related crime, alcohol-related motor vehicle crashes, and alcohol dependence and abuse.

#### Workbook Organization

Figure 3. Outcome-Based Prevention Model



Developing a comprehensive strategic plan at the community level requires a vision for organizing specific prevention programs, policies, and practices to address substance abuse problems locally. A well-developed strategic plan will increase the likeliness of a strategy being implemented effectively.

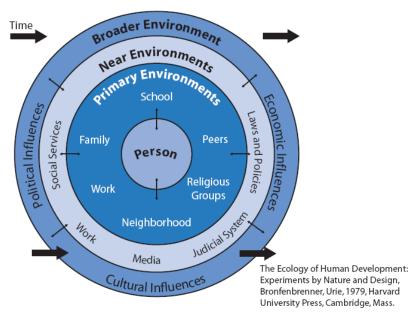
The deadline for submitting your Community Strategic Plan is August 31, 2007. Two copies of the Community Strategic Plan should be submitted, one by mail and one electronically to:

Lisa Laake, MPH, CHES
Wyoming Mental Health and Substance Abuse Services Division
6101 Yellowstone Road, Suite 220
Cheyenne, WY 82002
<a href="mailto:lisabe@state.wy.us">llaake@state.wy.us</a>
(307) 777-3352

#### Human Environmental Framework

Figure 4 illustrates the Human Environmental Framework, which shows that interventions can start in many different areas and will affect more than one environment. Strategies that focus on multiple factors and conditions will contribute to a more comprehensive prevention plan.

Figure 4. Human Environmental Framework



This figure depicts social environments or spheres of influence in concentric circles that flare outward, moving progressively away from direct influence on the individual toward increasingly indirect influence, and advancing over time. A comprehensive intervention plan should identify a mix or layering of interventions that target salient risk and protective factors in multiple contexts across the life span.

#### **Evidence-based Prevention**

States are required to follow certain guidelines in the policies, practices, and programs it selects in the Prevention Framework project. Every strategy implemented by the Prevention Framework must be evidence-based. This means that 100% of all strategies must be evidence-based.

Under the Prevention Framework project, evidence-based is defined as follows:

- 1. Inclusion in a Federal List or Registry of evidence-based interventions;
- 2. Being reported (with positive effects) in a peer-reviewed journal; OR
- 3. Documentation of effectiveness based on the following three guidelines:
  - The intervention is based on solid theory or theoretical perspective that has been validated by research;
  - The intervention is supported by a documented body of knowledge a converging of empirical evidence of effectiveness – generated from similar or related interventions tat indicate effectiveness; AND
  - The intervention is judged by a consensus among informed experts to be effective based on a combination of theory, research and practice experience. "Informed experts" may include key community prevention leaders, and elders or respected leaders within indigenous cultures.

#### Finding Strategies

The following is list of websites that may be used to find evidence-based strategies. This is not an all-inclusive list and may also include strategies that would not be relevant for your community:

- National Registry of Evidence-based Programs and Practices: http://www.nrepp.samhsa.gov/
- Office of Juvenile Justice and Delinquency Prevention: http://www.dsgonline.com/mpg2.5/mpg index.htm
- CSAP's Centers for the Application of Prevention Technologies (CASAT): http://casat.unr.edu/bestpractices/search.php
- Alcohol Policy Information System: http://www.alcoholpolicy.niaaa.nih.gov/index.asp?SEC={B4296FE1-6F35-4175-B85D-17D5A53EE062}&Type=NONE
- Leadership to Keep Children Alcohol Free: http://www.alcoholfreechildren.org/en/prevention/pubs.cfm
- National Highway Traffic Safety Administration (NHTSA):

http://www.nhtsa.dot.gov/portal/site/nhtsa/menuitem.3d62007aac5298598fcb 6010dba046a0/

Every participant has received a CD containing research articles and other publications that may be useful in developing your strategic plan.

#### Evidence-based Environmental Strategies

The following is a list of just a few of the evidence-based environmental strategies:

- Responsible beverage service
- Alcohol compliance checks
- Happy hour restrictions
- Reducing alcohol outlet density
- Limiting hours/days of retail sales
- Sobriety and traffic safety checkpoints
- Graduated drivers' license laws
- Social host laws
- Keg registration
- Restricting alcohol sales at public events
- Increasing taxes on sales of alcohol
- Dram shop liability

#### Choosing the Right Strategy for your Community

There are many factors to consider prior to choosing your strategies. Not all strategies will be effective in all communities.

All strategies must be based on data collected around each of the causal areas during your Needs Assessment. Please review your Needs Assessment Workbook.

One factor to consider is whether or not there is community support for the strategy. If the community does not support the strategy, it is unlikely that the strategy would bring about positive change if implemented.

It is also important to look at what laws are already in place and what laws may prevent certain strategies from being implemented. For example, sobriety checkpoints, shown to be evidence-based, are unlawful in Wyoming (Statute 7-17-101). For this reason, it would not make sense for a community to focus on this strategy.

Another factor to consider is which strategies show the greatest likelihood of showing positive results. There are many great strategies out there, but it is important to look at what the effect would be on the community as a whole.

#### Logic Model

#### Logic Model

The Centers for Disease Control and Prevention defines logic model as "a systematic and visual way to present the perceived relationships among the resources you have to operate the program, the activities you plan to do, and the changes or results you hope to achieve" (www.cdc.gov/tobacco/evaluation\_manual/glossary.html).

The logic model found on page 11 should be completed by all communities as part of the Strategic Plan. It is important that you work with your coalition when developing this logic model. All communities will have an opportunity to practice developing a logic model.

## Community Logic Model

| What are the       | What are the causal    | What evidence-   | What activities are | What activities are    | What are you   |
|--------------------|------------------------|------------------|---------------------|------------------------|----------------|
| consequence and    | areas you are going to | based strategies | going to take place | going to take place in | going to do to |
| consumption areas  | focus on (review your  | are you going to | in Year 1 (October  | Year 2 (October 2008 - | evaluate your  |
| you are going to   | answer to Question 40  | use for each     | 2007 – September    | September 2009)?       | strategies?    |
| focus on (from     | from the Needs         | causal area?     | 2008)?              |                        |                |
| Needs              | Assessment)?           |                  |                     |                        |                |
| Assessment)?       |                        |                  |                     |                        |                |
| Include your goals |                        |                  |                     |                        |                |
| and objectives.    |                        |                  |                     |                        |                |

| Consequences: | 1. Community | Communities    | 1. Educate | 1. Build support  | The coalition   |
|---------------|--------------|----------------|------------|-------------------|-----------------|
| 1. MIPs       | Norms        | Mobilizing for | task force | base              | agrees to work  |
|               |              | Change on      | members in | 2. Use organizing | closely with    |
| Consumption:  | 2. Social    | Alcohol        | CMCA       | strategy and      | WYSAC in        |
| 1. Social     | Availability |                | 2. Develop | policy/enforce    | developing      |
| Hosting       |              |                | specific   | ment targets to   | evaluation      |
| 2. Access to  |              |                | organizing | develop specific  | methods for our |
| Alcohol       |              |                | strategy   | strategies and    | county.         |
|               |              |                | 3. Assess  | programs.         |                 |
|               |              |                | norms vs.  |                   |                 |
|               |              |                | perceived  |                   |                 |
|               |              |                | norms      |                   |                 |
|               |              |                | 4. Select  |                   |                 |
|               |              |                | policy and |                   |                 |
|               |              |                | enforcemen |                   |                 |
|               |              |                | t targets  |                   |                 |
|               |              |                | 5. Build   |                   |                 |
|               |              |                | support    |                   |                 |
|               |              |                | base       |                   |                 |

# Organization of Strategic Plan

| Form 1: Cover Sheet   |                                     |                            |  |  |  |  |
|---|-------------------------------------|----------------------------|--|--|--|--|
| (Please place this as the <b>top pag</b>  | e for your applicati                | on)                        |  |  |  |  |
| County:   |                                     |                            |  |  |  |  |
| Name and title of primary contact: Kristi Lipp 4456   | none: (307)-746-                    |                            |  |  |  |  |
| Prevention Email (required): prevention@rtconnect.net 746-4470  | Specialist                          | Fax: (307)-                |  |  |  |  |
| Mailing Address: 420 Deanne Avenue  | City: Newcastle                     | Zip: 82701                 |  |  |  |  |
| Shipping Address (if different): same   |                                     |                            |  |  |  |  |
| Total Funding Request for First Year Implemen   | tation: \$72,407.00                 |                            |  |  |  |  |
| Name, organization, address, phone, fax, email a Lead Agency authorized to sign contracts.  | & tax identification                | number for the             |  |  |  |  |
| Kristi L. Lipp Northern Wyoming Mental Health Center, We 420 Deanne Avenue Newcastle, WY 82701 prevention@rtconnect.net Tax ID #: 830199405   | ston County                         |                            |  |  |  |  |
| Certification: I certify to the best of my knowl this community strategic plan is correct. I certification council and/or Coalition was involved in the distrategic plan. I have been authorized by the age the development of this Strategic Plan. | y that the Communevelopment of this | nity Advisory<br>community |  |  |  |  |
| Signature of Primary Contact  |                                     | <br>Date                   |  |  |  |  |
| Signature of Fiscal Agent   |                                     | <br>ate                    |  |  |  |  |

#### Form 2: Geographic Setting/Community Characteristics Limit 2 pages

Describe the geographic setting of the community.

- What are the geographic boundaries?
- What are the socio-economic issues relevant to the community?
- What are the characteristics of the community?
- Describe the target population you will be focusing on.

Weston County has 6,644 residents and is a very rural county located in the northeastern region of Wyoming. The county is 95.1% white with a large population or rural poor. There is a small Native American population (2.3%) and a small Hispanic/Latino population (2.1%) sparsely scattered throughout the county. Other cultural residents of the county include: Black, not Hispanic (0.2%) and Asian and Pacific Islander (0.3%).

A large percentage of the community workforce is shift workers. Furthermore, a large percentage of the workforce commutes out of Weston County for work. Even though they may live in two parent households, many of our youth do not have active parents in their lives. Due to parents working shift work or traveling many hours to and from work, many youth are left unsupervised for long periods of time.

There is a large presence of the "cowboy" culture and western heritage and the community is strong its traditional western beliefs. The community is slow to change and there is very limited community involvement and cohesion. There are no social gathering places, particularly for youth, and adults seem to gather mostly at local bars.

Weston County is historically a blue collar community, however we are in transition at the present time. There is an influx of higher income families moving into the area. Furthermore, we are beginning to see some overflow from other communities in northeastern Wyoming. As housing becomes harder to find in areas like Campbell County, the workforce is moving into Weston County to live and then commute to work in Gillette, Wright, and Douglas.

The focus is young people in the age range of 13-20. However, parents and young adults will also be targeted due to their providing alcohol and enabling young people to drink.

#### Form 3: Coalition Involvement

#### Limit 2 pages

Describe the coalition and its involvement in the implementation of the strategies.

- What are the coalition's vision and mission statements?
- What is the history and makeup of the coalition?
- The vision of the Weston County Prevention Task Force is "Moving Towards Change in Weston County". Our mission is to address health and social issues in the community resulting from substance abuse.
- The Task Force actually originated as a Meth Task Force after several members from local community agencies attended the Wyoming Statewide Methamphetamine Awareness Conference. From that Task Force of concerned citizens, we have branched out to include all areas of substance abuse. Most recently, the Task Force has broadened its umbrella to encompass the areas of tobacco and alcohol prevention. The Task Force is made up of member of the following agencies/groups:
  - « Cedar Hills Clinic
  - « Department of Family Services
  - « Double Aces After-School Program « F.O.C.U.S. « KASL Radio

  - « Newcastle Area Chamber of Commerce
  - « Newcastle Law Enforcement
  - « Newcastle Ministerial Association

  - « News-Letter Journal « Northern Wyoming Mental Health Center
  - « Upton Law Enforcement
  - « Weston County Health Services
  - « Weston County Probation
  - « Weston County School Districts #1 & #7
    « Weston County Sheriff's Office
    « Weston County Workforce Services
    « Weston County Youth Services

#### Form 4: Consequence & Consumption Areas

#### Limit 2 pages

Describe the alcohol-related consequence and consumption areas your community will be focusing on. Refer to Questions 5 and 9 from the Needs Assessment Workbook.

- Consequence areas could include alcohol-related crime, alcohol-related car crashes, and/or alcohol dependence and abuse.
- Consumption areas could include underage drinking or adult binge drinking.

The Needs Assessment Workbook, which was completed by Task Force members, indicated the following concerns regarding consequence and consumption areas: Alcohol Dependence & Abuse:

- 1. The major concerns are DUIs and the problems that they cause. A huge concern is the funding of programs that deal with families in crisis due to one, or both parents abusing alcohol.
- 2. Alcohol abuse often leads or contributes to the cases of unplanned pregnancies, domestic violence, sexual assaults and other crimes in our community.
- 3. Alcohol use/abuse is accepted in our community. There is a large call for treatment facilities for Weston County residents and getting appropriate treatment is rare.

#### **Underage Drinking:**

- 1. It is socially acceptable for youth to drink in our community. It is the typical "western culture". (Ie. "My son does a day of man's work; he can have a beer with the rest of the guys." "Kids are going to drink no matter what, I would rather they do it at home than somewhere else.")
- 2. Our community denies and ignores the underage drinking problem. This leads to a variety of problems where underage drinking is concerned: drinking and driving, alcohol poisoning, adults providing for youth, etc.
- 3. There are few resources available for parents and youth and it isn't socially acceptable to use the resources available. (Ie. "I can handle my own kid; I don't need someone else to tell me how to raise my kid.")

After the Needs Assessment Workbook was completed, the Task Force sat down together and further discussed the issues they would like to focus on. The following were the top five issues:

- 1. MIP Referrals and Assessments
- 2. Enhanced Penalties for BAC Levels
- 3. Social Hosting
- 4. Social Responsibility
- 5. Access to Alcohol

The final decision was to focus on three of the top five issues, including:

- 1. MIP Referrals and Assessments
- 2. Social Hosting
- 3. Access to Alcohol

Thus, the focus in the area of consequences will be MIPs and the focus in the area of consumption will be underage drinking.

#### Form 5: Intervening Variables/Causal Areas Limit 2 pages

Describe the intervening variables/causal areas of substance use in the community.

- How did you respond to Question 40 in the Needs Assessment Workbook?
- Why are you focusing on these areas? Justify your reason.

Hands down, social availability and community norms are the target for this community in the causal area of substance use. This is supported by the data provided in the Needs Assessment Workbook and the community response gathered from Task Force members and the town hall meeting. Time and time again, the focus comes back the undeniable fact that underage drinking is socially accepted in our community. Every couple of years there is an alcohol related tragedy, either with youth or drinking and driving, and the tragedy raises community awareness for a short time, but then it is back to business as usual. Within the past year, a young person nearly died from alcohol poisoning and a young mother was a fatal victim in a drunken driving accident. These two incidences provided an opportunity for community members to talk about the issue, but it was short lived and has not made a significant impact, specifically on local youth. Due to their understanding of the local community and the information that was brought to light during the Needs Assessment, the Task Force has chosen to focus on Assessments/Referrals for MIPs, Social Hosting, and Access to Alcohol.

# Form 6: Community Resources Limit 2 pages

Describe the current community resources available to address the targeted substance use issues in the community.

• What were the results of the Community Resource Assessment (Table 51 from the Needs Assessment Workbook)?

There are very limited community resources currently available to address the targeted substance abuse issues in our community. The resources that are available all stem from law enforcement. There is a verbal understanding between local law enforcement agencies that a zero tolerance policy be followed when it comes to underage drinking. A voluntary deferral program is available for youth under the age of 18 who are determined to be eligible by circuit or municipal court. Weston County Youth Services offers an educational program which touches on substance abuse issues, but does not offer professional counseling or treatment services. If a youth completes the 6 month Youth Services program, their fines are dismissed and their record is cleared. Other than services provided by Northern WY Mental Health Center for substance abuse counseling, there are currently no services for young adults, ages 18-20.

#### No page limit

Describe the community-based strategies to be used to address the targeted substance use issues in the community.

- How are the selected strategies appropriate? Justify your selection.
- How will the selected strategies address the consequences, consumption, and intervening variables identified?
- How are the strategies evidence-based? Provide verification that they are indeed evidence-based.

Communities Mobilizing for Change on Alcohol is designed to do exactly what the Weston County Prevention Task Force is looking for; change policies and practices within a community in ways that reduce access to alcohol by youth. The objective of CMCA and the Task Force is to reduce the flow of alcohol to youth, specifically from the provision of alcohol to youth by other adults in the community.

The underlying issue in Weston County is the perceived community norm of favorable underage alcohol use. Using the CMCA model, the Task Force will develop an organization strategy to address this perceived norm and rally support. By addressing the community norm, the Task Force will also be addressing the consumption area of underage drinking, which in turn addresses the consequence area of MIPs.

CMCA is listed on the National Registry of Effective Prevention Programs and has been evaluated in a fully randomized trial across 15 communities.

#### Form 8: Community Readiness & Experience

Limit 2 pages

Describe the community's readiness to address the identified issue(s) and strategies.

• How has the community's readiness been assessed?

Describe examples of prior community experience, successes, and barriers with this issue.

- What has been tried before?
- What has worked?
- What have been the struggles?
- What is different now?

The community's readiness to identify the issue of underage drinking was assessed during a town hall meeting in April 2007. A diverse group of community members attended and showed their support in addressing the issue. In a community which is slow to change, we are beginning to see a shift in momentum and those individuals who have a true passion for the issue are ready to take the next step and begin addressing the problem on a community level.

For the most part, prevention programs within the school have been the extent of what has been tried previously. These programs include the DARE program in 5<sup>th</sup> grade, information provided in 9<sup>th</sup> grade health education classes, the RISK group at the local middle school and high schools (RISK is a youth group focused on preventing the use of all substance abuse), and a variety of prevention programs provided by the NWMHC Prevention Specialist during the Double Aces After School Program. While all of these programs have provided information to the students they reach, the Task Force doesn't feel that any of them have been particularly successful in the area of underage alcohol use.

The struggle in addressing the issue of alcohol is the community attitude that "drugs are bad, but alcohol is okay". It goes back to our traditional western beliefs and the cowboy culture. Prevention education programs to students are great, but when the outside community doesn't follow up that education with practice, it is hardly effective.

The Task Force believes that the difference now is the dedication of a group of concerned citizens. They are ready to mobilize the community and start 'Moving Towards Change". Furthermore, there have been a number of alcohol related tragedies in our community within the last few years, which has heightened the awareness. Finally, the House Party Law has made parents and other adults take a closer look at their actions.

# Form 9a: Activities & Outcomes No page limit

Describe the coalition's planned activities for Year 1 implementation and Year 2 implementation to address the strategies.

• Include a timeline specific to the coalition's project (see Forms 9b and 9c).

Describe the associated short-term and long-term outcomes expected.

Short-term: 1-2 yearsLong-term: 3-5 years

#### **Short-term outcomes:**

- 1. Convene a group of community leaders representing law enforcement, treatment, and court system to develop and implement a plan which would require all youth who receive an MIP to be referred for an alcohol assessment.
- 2. Develop specific organizing strategy for CMCA and raise community awareness by sharing it with local decision makers and the public.

#### Long-term outcomes:

- 1. Decrease the percentage of students "who have had a drink in the past 30 days" by 5% as indicated by 2010 PNA data.
- 2. Decrease the percentage of students "obtaining their last drink of alcohol from parents and adult 21 or over" by 5% as indicated by 2010 PNA data.
- 3. Decrease the percentage of students "who attended a gathering with large amounts of available alcohol" by 2% as indicated by 2010 PNA data.

# Form 9b: Time Line (Year 1) Limit 2 pages

#### Applicant Agency:

List the key activities, which will be conducted during the year. Be sure to include the anticipated start-up dates for each of the strategies to be funded under this grant. Activities listed are samples. Dates may be changed by the Division.

| Activities             | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                        | 07  | 07  | 07  | 08  | 08  | 08  | 08  | 08  | 08  | 08  | 08  | 08  |
| Contractual report and |     |     |     |     |     |     |     |     |     |     |     |     |
| expenditure report:    |     |     |     |     |     |     |     |     |     |     |     |     |
| January 2008, April    |     |     |     | X   |     |     | X   |     |     | X   |     |     |
| 2008, July 2008,       |     |     |     |     |     |     |     |     |     |     |     |     |
| October 2008           |     |     |     |     |     |     |     |     |     |     |     |     |
| Statewide Prevention   |     |     |     |     |     |     |     |     |     |     |     |     |
| Framework Meeting      |     |     |     |     |     |     |     |     |     |     |     |     |
| Prevention Task Force  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |
| Meetings               |     |     |     |     |     |     |     |     |     |     |     |     |
| Educate Task Force     | X   | X   | X   | X   |     |     |     |     |     |     |     |     |
| Members in CMCA        |     |     |     |     |     |     |     |     |     |     |     |     |
| Develop Specific       |     |     |     |     | X   | X   | X   |     |     |     |     |     |
| Organization Strategy  |     |     |     |     |     |     |     |     |     |     |     |     |
| Earned/Paid Media re:  | X   |     | X   |     |     |     | X   | X   |     |     |     | X   |
| youth consumption      |     |     |     |     |     |     |     |     |     |     |     |     |
| Community Awareness    | X   |     |     |     |     |     | X   | X   |     |     |     | X   |
| Activities(post prom,  |     |     |     |     |     |     |     |     |     |     |     |     |
| etc)                   |     |     |     |     |     |     |     |     |     |     |     |     |

| Convene MIP group                         |  |  |  |  |  |  |  | X | X | X | X | X |
|---|--|--|--|--|--|--|--|---|---|---|---|---|
|   |  |  |  |  |  |  |  |   |   |   |   |   |
| Form 9c: Time Line (Year 2) Limit 2 pages |  |  |  |  |  |  |  |   |   |   |   |   |

#### Applicant Agency:

List the key activities, which will be conducted during the year. Be sure to include the anticipated start-up dates for each of the strategies to be funded under this grant. Activities listed are examples. Dates may be changed by the Division.

| Activities             | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                        | 08  | 08  | 08  | 09  | 09  | 09  | 09  | 09  | 09  | 09  | 09  | 09  |
| Contractual report and |     |     |     |     |     |     |     |     |     |     |     |     |
| expenditure report:    |     |     |     |     |     |     |     |     |     |     |     |     |
| January 2009, April    | X   |     |     | X   |     |     | X   |     |     | X   |     |     |
| 2009, July 2009,       |     |     |     |     |     |     |     |     |     |     |     |     |
| October 2009           |     |     |     |     |     |     |     |     |     |     |     |     |
| Statewide Prevention   |     |     |     |     |     |     |     |     |     |     |     |     |
| Framework Meeting      |     |     |     |     |     |     |     |     |     |     |     |     |
| Prevention Task Force  |     |     |     |     |     |     |     |     |     |     |     |     |
| Meetings               |     |     |     |     |     |     |     |     |     |     |     |     |
| Earned/Paid Media re:  | X   |     | X   |     |     |     | X   | X   |     |     |     | X   |
| youth consumption      |     |     |     |     |     |     |     |     |     |     |     |     |
| Community Awareness    | X   |     |     |     |     |     | X   | X   |     |     |     | X   |
| Activities(post prom,  |     |     |     |     |     |     |     |     |     |     |     |     |
| etc)                   |     |     |     |     |     |     |     |     |     |     |     |     |

| Work on activities     | X | X | X | X | X | X | X | X | X | X | X | X |
|------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| determined by          |   |   |   |   |   |   |   |   |   |   |   |   |
| organizing strategy in |   |   |   |   |   |   |   |   |   |   |   |   |
| Year 1                 |   |   |   |   |   |   |   |   |   |   |   |   |
| Engage community       | X | X | X | X | X | X | X | X | X | X | X | X |
| support                |   |   |   |   |   |   |   |   |   |   |   |   |
|                        |   |   |   |   |   |   |   |   |   |   |   |   |
|                        |   |   |   |   |   |   |   |   |   |   |   |   |

#### Form 10: Budget Limit 2 pages

Page 24 contains a sample budget form that will be used for all communities. Also include a detailed budget narrative explaining your proposed expenditures. Please keep all categories the same. Any category not listed may be added.

Salaries & Wages: \$29,500 will be used to compensate the Prevention Specialist who administers the SPF-SIG funds (.75 FTE).

Employer Paid Benefits: \$9503 will cover the cost of fringe benefits for the Prevention Specialist.

Internet Service: \$850 is for the internet service to the Prevention Specialist's office.

Telephone/Cell Service: \$850 is for the telephone service to the Prevention Specialist's office and monthly cell phone charges.

Travel In-State: \$2500 is allocated to allow the Prevention Specialist and Task Force member(s) to attend local and regional trainings in accordance with the SPF-SIG funding.

Travel Out-of-State: \$3500 is allocated for the Prevention Specialist and/or Task Force members to attend national trainings such as the National Prevention Network Conference, CADCA Leadership Training, or other appropriate trainings and conferences.

Miscellaneous Meeting Expenses: \$1000 is set aside to offset the costs of Task Force Meetings and other local meetings such as Town Hall Meetings or Community Forums.

Consumable Supplies: \$2000 will cover the costs of paper, printer cartridges, and other miscellaneous office expenses.

Postage: \$500 is designated for the use of mailing newsletters, flyers, brochures, and other appropriate materials to community members.

Printing: \$2000 is for professional printing costs of items such as posters, flyers, brochures, newsletters and other materials the Task Force deems is relevant and appropriate in reaching their goal.

Equipment Maintenance: \$500 is allocated for the potential need of computer/computer equipment repairs and/or maintenance.

Contractual Services: \$3620 is set aside for technical assistance services provided by WyPTAC and \$5792 is set aside for evaluation services provided by WYSAC.

Miscellaneous Costs: Media- \$2500 is designated for local newspaper and radio media. Indirect Costs- \$5792 is designated as for Northern Wyoming Mental Health Center to offset the administrative costs associated with serving as the Fiscal Agent for these funds.

State Contract Quarterly Invoice for Wyoming SPF SIG

# SUBMIT TO: Substance Abuse Division Wyoming SPF SIG 6101 Yellowstone Road - Suite 220 Cheyenne WY 82002-0480 EXPENDITURES FOR QUARTER AND YEAR [Due On 15th of the month for preceding quarter.]

| Cost Description  | Rudgeted<br>Amount | Current<br>Month Exp | Year to Date<br>Expenditures | Exp |
|---|--------------------|----------------------|------------------------------|-----|
| PERSONAL SERVICES   |                    |                      |                              |     |
| Salaries & Wages  | 29500              |                      |                              |     |
| Employer Paid Benefits  | 9503               |                      |                              |     |
| SUPPORTING SERVICES   |                    |                      |                              |     |
| Internet Service  | 850                |                      |                              |     |
| Telephone/Cell Phone  | 850                |                      |                              |     |
| Vehicle Expenses  | 0                  |                      |                              |     |
| TRAVEL/TRAINING/MEETINGS  |                    |                      |                              |     |
| Travel In-State   | 2500               |                      |                              |     |
| Travel Out-of-State   | 3500               |                      |                              |     |
| Training Fees   | 2000               |                      |                              |     |
| Miscellaneous Meeting Expenses  | 1000               |                      |                              |     |
| SUPPLIES  |                    |                      |                              |     |
| Office (Consumable)   | 2000               |                      |                              |     |
| Postage   | 500                |                      |                              |     |
| Printing  | 2000               |                      |                              |     |
| EQUIPMENT   |                    |                      |                              |     |
| Maintenance   | 500                |                      |                              |     |
| Rental  |                    |                      |                              |     |
| GRANTS-IN-AID   | 0                  |                      |                              |     |
| PONATIONS- CITY, COUNTY,  | 0                  |                      |                              |     |
| OTHER INCOME  |                    |                      |                              |     |
| CONTRACTUAL SERVICES: Attach documentation to include: Subcontractor Name, Title, Contact Person for services |                    |                      |                              |     |
| WYSAC   | 3620               |                      |                              |     |
| WyPTAC  | 3620<br>5792       |                      |                              |     |
| MISCELLANEOUS COSTS   |                    |                      |                              |     |
| A. Bank Fees  |                    |                      |                              |     |
| B. Media  | 2500               |                      |                              |     |
| C. Indirect Costs   | 5792               |                      |                              |     |
| TOTAL   | 72,407             |                      |                              |     |

LOCAL AGENCY NAME and ADDRESS: Northern Wyoming Mental Health Center
420 Deanne Avenue, Newcastle, WY 82701

NAME and TITLE OF REPORTING OFFICIAL: Kristi Lipp, Prevention Specialist

TELEPHONE NUMBER OF LOCAL AGENCY:

Phone: 307-746-4456 Fax: 307-746-4470 E-Mail: prevention@rtconnect.net

I certify that the expenditures reported above have been funded totally with funds awarded by the Wyoming Department of Health.

| SIGNATURE OF AUTHORIZED OFFICIAL | DATE |  |
|----------------------------------|------|--|

# Form 11: Community Infrastructure Limit 2 pages

Describe how the project will enhance the community's prevention infrastructure. Describe how it creates or improves upon:

- Coordinated efforts
- Organizational structures
- Planning
- Data systems
- Workforce development
- Evidence-based practices
- Cultural competence
- Evaluation and monitoring
- Sustainability

The Task Force has broadened its scope to encompass a variety of substance abuse issues. The needs assessment and strategic plan processes for this project have allowed the Task Force to bring new partners to the table and focus their efforts on a particular goal. Its continuing efforts to recruit committed partners will only strengthen the ties amongst community organizations and agencies.

The Task Force serves as an umbrella group for a variety of substance abuse issues in Weston County. Tobacco Prevention, Suicide Prevention, SPF-SIG, Block Grant and Meth Awareness all function through the Task Force. After a number of years and several attempts, we have finally combined efforts from five individual coalitions to one committed group of people who are working to "Move Towards Change". The SPF-SIG project has provided a specific change in community norms for the Task Force to work on, rather than just community education activities.

The Task Force will provide community education through earned and paid media, community activities, and community and school based trainings. The Task Force will also continue to meet on a monthly basis to implement the project.

Community data regarding substance abuse, particularly youth related, is not highly publicized. The Task Force will provide data (ie. PNA, YRBS, local data) to the community through media, newsletters, and other education activities.

#### Form 12: Cultural Competency Limit 2 pages

Describe how the project will ensure that planned activities and processes are culturally competent?

- What steps and procedures will be implemented?
- How will cultural competency be assessed?

Weston County is largely a white community with a sparse population of Native American and Hispanic scattered throughout. The Task Force will invite community members from these populations to be involved in the project. Whenever possible, Task Force member and staff will participate in training to address cultural competence. Because the SPF-SIG grant and the Prevention Specialist who administers the grant are housed under the Northern Wyoming Mental Health Center, the Center's policies for cultural competence will be adhered to.

#### Form 13: Sustainability

Limit 2 pages

Describe how the coalition will ensure that efforts are sustained after the project ends.

The Task Force will make every effort to continue the efforts of changing social norms after the project ends. It is their sincere hope that the funding provided with this project will be the fire starter to initiate the continuum of change within the community. Once the project has ended, the Task Force will continue to be active

and work with community supporters to enable the change to continue.

#### Form 14: Evaluation

Limit 1 page

Describe how the coalition will evaluate the activities and outcomes of the project. Evaluations will be conducted in collaboration with Prevention Framework evaluators at the Wyoming Survey & Analysis Center (WYSAC). All you need to include is the fact that you agree to work with WYSAC on the evaluation of all strategies.

The Task Force will work with WYSAC to successfully evaluate the effectiveness of the Communities Mobilizing for Change on Alcohol strategy.